



## AGENDA

### EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS REGULAR MEETING

**8101 Bay Ave. CALIFORNIA CITY**

*Our mission is to expend financial resources to help residents of the District satisfy their healthcare needs.*

**April 5, 2022 5:00 pm**

#### **Special Notice**

#### **Teleconference Accessibility**

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to protect both staff, our constituents, and elected officials, the East Kern Health Care District will hold its board meeting via teleconference or the most rapid means of communication at the time. The public may participate in the teleconference by clicking on the link below:

<https://us02web.zoom.us/j/89382332883?pwd=eS9vNHVYQ1o2ciZTT0loZ2NQRW9ldz09>

**Meeting ID: 893 8233 2883**

**Passcode: 810870**

If you wish to access the meeting by telephone, please dial one of the numbers below, enter the meeting ID, and then press # (pound)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com) in advance of or during the meeting.

Please indicate "PUBLIC COMMENTS" in the subject line.

If you have difficulty connecting to the teleconference line, please call +1 669 900 6833 US or email [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com)

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER**

**3. ROLL CALL**

- Director R. Foley
- Director R. Macedonio
- Director L. Patrick
- Director L. Peralta
- Director K. Macedonio (Chair)

**DETERMINATION OF QUORUM**

**STAFF PRESENT**

- Margaret Barragan - Office Manager
- Penny Farris - Special Projects
- Alexander Lemieux - District Counsel
- Nicole Schenk - Technical Support

**PUBLIC PRESENT:**

**4. APPROVAL OF AGENDA**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**5. PUBLIC COMMENTS FOR AGENDA ITEMS**

**6. CONSENT CALENDAR**

**CC1: APPROVE WARRANTS**

- A) EFT
- B) Debit card transactions
- C) Wire transfer
- D) Vendor Checks 7

**CC2: APPROVAL OF MINUTES AND REPORTS**

- A) Approve Regular Meeting Minutes from \_\_\_\_\_ 8-10
- B) Approve Special Meeting Minutes from 3/15/22
- C) Approve Committee Meeting Minutes from \_\_\_\_\_

**CC3: APPROVAL OF FINANCIAL REPORTS**

- A) Profit and Loss Report, February 2022
- B) Bank Balances, February 28, 2022
  - a. Bank of the Sierra – Checking
  - b. Mission Bank – Checking
  - c. Mission Bank – Cancer Fund Savings
  - d. Mission Bank – Cancer Fund CD

**C) Interest Report**

**D) Deposit Detail**

- 1) Rental Income 11
- 2) Property Tax
- 3) Other \_\_\_\_\_

**E) Payroll**

**CC4: RESOLUTION NO. 2022 - 0405**

**12-13**

A Resolution of the Board of Directors of the East Kern Health Care District proclaiming a local emergency, ratifying the Proclamation of a State of Emergency by N-25-20, Dated March 12, 2020, and N-29-20, Dated March 17, 2020, and N-35-20 authorizing Remote Teleconference Meetings of the Legislative Bodies of the East Kern Health Care District for the period of April 1, 2022 to April 30, 2022, pursuant to Brown Act Provisions.

**APPROVAL OF CONSENT CALENDAR**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**7. COMMITTEE REPORTS**

**A: PRESIDENT’S COMMENT’S**

**B: STAFF UPDATES**

**Margaret Barragan - Office Manager**

Purchase of a fireproof file cabinet

**Penny Farris - Special Projects**

File retention update

**Nicole Schenk - Technical Support**

Staff Training/Manual Index, Website Updates, Meeting Prep

**14-1  
5**

**8. FACILITIES UPDATE - R. MACEDONIO**

**9. CONTINUING BUSINESS**

**9A: REPAIR AND IMPROVEMENTS AT 9300 N. LOOP**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**9B: WEBSITE REVIEW - BOARD MEMBER INFORMATION**

**16-2  
0**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**9C: CANCER WALK / LUPUS AWARENESS WALK**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**10. NEW BUSINESS**

**GOOD GOVERNANCE**

21

**10A: DISTRICTING REQUIREMENTS, LEGISLATIVE REPRESENTATIVES,  
APRIL 1, 2020 CENSUS**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**10B: SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF) AND  
CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CERTIFICATIONS**

22-2  
3

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**11. NON-ACTION ITEMS**

8101 BAY AVE, BUILDING USE:  
Community Cleanup - Storing 35 unused Sharps Containers and Cal City Police Dept.  
Storing 10 cots for preparedness of community disasters.  
Storing 22 Covid home test kits, 2 tests per kit.

**12. CALL FOR FUTURE AGENDA ITEMS**

**Director R. Foley**

**Director R. Macedonio**

**Director L. Patrick**

**Director L. Peralta**

**Director K. Macedonio (Chair)**

**13. BOARD MEMBER UPDATES:**

**Director R. Foley**

**Director R. Macedonio**

**Director L. Patrick**

**Director L. Peralta**

**Director K. Macedonio (Chair)**

**14. ADJOURNMENT**

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**ACTION** \_\_\_\_\_

**Next Regular Meeting: May 3, 2022, 5:00 pm  
8101 Bay ave. California City, Ca (HYBRID)**

**“Pursuant to Government code section 54954.2(a), any request for a disability-related modifications or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendized public meeting should be directed to the District’s office at (760) 373 - 2804 at least 48 hours prior to said meeting.”**

**Agenda posted: 4/02/22 9:00 am**

**Agenda posted by: Director K. Macedonio**

**April 5, 2022 EKHCD VENDOR PAYMENT LIST**

VENDOR	MEMO LINE	AMOUNT
Barragan Construction	March 2022	\$2,721.87
City of California City		
Digitech	14159	\$42.99
Frontier		
Mobile Modular		
Nigro and Nigro		
Reliable Air Conditioning and Heating		
Sharper Landscaping		
Nicole Shenk	#003, February	\$910.00
Southern California Edison	222683 - 9300 N Loop \$498.79 1112753 - 8100 Aspen Mall \$268.98 112989 - 8100 Aspen Mall #B \$161.76	\$929.53
Southern California Gas		
Streamline	Annual – paid in January	
Thugs to Bugs		
Waste Management		
T Winn Maintenance	March 2022, 0331163	\$200.00
		TOTAL \$4804.39 in 5 CHECKS



## **SUMMARY OF PROCEEDINGS**

### **BOARD OF DIRECTORS - EAST KERN HEALTH CARE DISTRICT 8101 Bay Ave. CALIFORNIA CITY**

#### **Special Meeting Minutes March 15, 2022 5:00pm**

NOTE: The vote is displayed in bold below each item. For example, Macedonio - Patrick denotes Director Macedonio made the motion and Director Patrick seconded the motion.

#### **1. PLEDGE OF ALLEGIANCE**

**5:01** No quorum present, public discussion started.

Invocation: Pastor Ron Smith of Victory Baptist Church

#### **2. PUBLIC PRESENTATION**

Dr. Steven Goodwin, Turning West, Inc. gave a presentation re: Agency and Community.

<https://www.turningwest.com/>

<https://futuresearch.net/>

#### **3. CALL TO ORDER : 5:29 PM**

L. Patrick arrived at 5:29 pm, quorum present, meeting called to order

#### **4. DIRECTORS PRESENT:**

R. Macedonio

K. Macedonio

L. Patrick

#### **ROLL CALL:**

3 Present, 2 Absent (R. Foley, L. Peralta)

#### **STAFF PRESENT**

Margaret Barragan - Office Manager

Penny Farris - Special Projects

Alex Lemieux - District Counsel

Nicole Schenk - Tech Support

#### **PUBLIC PRESENT**

Dr. Steven Goodwin, Pastor Ron Smith



**5. APPROVAL OF AGENDA**

**3 - 0, 2 Absent**

**L. Patrick - R. Macedonio**

Action: R. Macedonio, L. Patrick, K Macedonio

Absent: R. Foley, L. Peralta

**6. PUBLIC COMMENT FOR AGENDA ITEMS**

None

**7. APPROVAL OF CONSENT CALENDAR**

**7B: WARRANTS, EFT, DEBIT CARD TRANSACTIONS, APPROVAL FOR CHECKS**

Amount to be approved adjusted with addition of Federal Processing Registry for grant access \$499, and debit card charge for RotoRooter to clear blockage at 9300 N. Loop \$1285, new total : \$10,133.24

**3 - 0, 2 Absent**

**R. Macedonio, L. Patrick**

Action: R. Macedonio, L. Patrick, K Macedonio

Absent: R. Foley, L. Peralta

**8. NEW BUSINESS**

**NB1: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT**

New Professional Services agreement to engage Aleshire and Wynder as EKHC District Counsel

**3 - 0, 2 Absent**

**R. Macedonio, L. Patrick**

Action: R. Macedonio, L. Patrick, K Macedonio

Absent: R. Foley, L. Peralta

**9. COMMITTEE REPORTS**

**9A: PRESIDENT'S COMMENTS**

K. Macedonio gave comments re: completing form 700, SDLF. SDLF will be brought back to the April 5th meeting.

**9B: STAFF UPDATES**

M. Barragan gave an update re: records retention, covid tests, electronic signatures

P. Farris gave an update re: records retention, older files and requirement to keep, or option to destroy them, file index key (legend)

N. Schenk gave an update re: Training manual and social media access

**10. FACILITIES REPORT - R. MACEDONIO**

Gave comments re: lighting for fire inspection

**11. DISCUSSION ITEMS**

**11A:** Director L. Patrick opened discussion and gave information on an upcoming Lupus Awareness Walk. Approval of paperwork for host site is pending.

**12. FUTURE AGENDA ITEMS**

Director R. Foley None, (Absent)  
Director R. Macedonio (None)  
Director L. Patrick (None)  
Director L. Peralta None, (Absent)  
Director K. Macedonio, Chair (None)

**13. BOARD MEMBER UPDATES**

Director R. Foley - None, (Absent)  
Director R. Macedonio - Gave comments re: Arborists will do tree trimming the first week of May at N. Loop building.  
Director L. Patrick - Mentioned Lupus Awareness walk planning  
Director L. Peralta - None, (Absent)  
Director K. Macedonio, Chair - Commented re: Website review, that it would be brought back in the April Special Meeting

**14. ADJOURNMENT**

**3 - 0, 2 Absent**

**R, Macedonio - L. Patrick**

Action: R. Macedonio, L. Patrick, K. Macedonio (Absent: R. Foley, L. Peralta)

**Meeting adjourned at 6:28 pm**

Minutes adopted on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_

# EAST KERN HEALTH CARE DISTRICT

Sales by Customer Detail

April 1, 2022

DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
Adventist Health								
04/01/2022	Invoice	2016-1093	Rent due	2022 April Rent	1.00	998.00	998.00	998.00
<b>Total for Adventist Health</b>							<b>\$998.00</b>	
Adventist Health- Modular Unit								
04/01/2022	Invoice	2016-1092	Rent due	2022 April Rent		738.97	738.97	738.97
<b>Total for Adventist Health- Modular Unit</b>							<b>\$738.97</b>	
Bartz Altadonna Community Health Center								
04/01/2022	Invoice	2016-1097	Rent due	2022 April Rent	1.00	1,250.00	1,250.00	1,250.00
<b>Total for Bartz Altadonna Community Health Center</b>							<b>\$1,250.00</b>	
T.J. Sri, M.D.								
04/01/2022	Invoice	2016-1095	Rent due	2022 April Rent	1.00	1,600.00	1,600.00	1,600.00
<b>Total for T.J. Sri, M.D.</b>							<b>\$1,600.00</b>	
T.Rifenberg								
04/01/2022	Invoice	2016-1094	Rent due	2022 April Rent	1.00	150.00	150.00	150.00
<b>Total for T.Rifenberg</b>							<b>\$150.00</b>	
Westpoint Physical Therapy								
04/01/2022	Invoice	2016-1096	Rent due	2022 April Rent	1.00	900.00	900.00	900.00
<b>Total for Westpoint Physical Therapy</b>							<b>\$900.00</b>	
<b>TOTAL</b>							<b>\$5,636.97</b>	

**RESOLUTION NO. 2022 – 0401**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-25-20, DATED MARCH 12, 2020, AND N-29-20, DATED MARCH 17, 2020, AND N-35-20 AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE EAST KERN HEALTH CARE DISTRICT FOR THE PERIOD OF APRIL 1, 2022 TO APRIL 30, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the EAST KERN HEALTH CARE DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of EAST KERN HEALTH CARE DISTRICT’s legislative bodies are open and public, as required by the Ralph M. Brown Act, (CA Gov. Code 54950-54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 53953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present eminent risk to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, proclaiming the existence of COVID-19, increases in Kern County and the State of California; and

WHEREAS, meeting in person would present eminent risk to health and safety of attendees; and

WHEREAS, the Board of Directors does hereby find that as COVID-19 cases are on the rise in Kern County has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of EAST KERN HEALTH CARE DISTRICT shall conduct their meetings without compliance without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative body shall comply

with the requirements to provide the public with access to the meeting as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the District continues to social distance via Zoom meetings, and other means of social distancing, nevertheless allowing unlimited Zoom access to meetings to the public.

SO NOW, THEREFORE, THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth are true and correct and are incorporated into the Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District and meeting in person would expose individuals to possible exposure of COVID-19 transmissions.

Section 3. Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of November 1, 2021

Section 4. Remote Teleconference Meetings. The Board President, Karen Macedonio and legislative bodies of EAST KERN HEALTH CARE DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings with the Government Code Section 54953 (e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier date of December 31, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code Section 54953 (e)(3) to extend the time during which the legislative bodies of EAST KERN HEALTH CARE DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Section 54953.

PASSED AND ADOPTED by the Board of Directors of EAST KERN HEALTH CARE DISTRICT, this 5<sup>th</sup> day of April, 2022, by the following vote:

AYES:

NOS:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing Resolution is the Resolution of said District as duly passed and adopted by said BOARD OF DIRECTORS on this 5<sup>th</sup> Day of April 2022.

WITNESS my hand and seal of said Board of Directors on this 5<sup>th</sup> Day of April 2022.

\_\_\_\_\_  
Karen L. Macedonio, President

\_\_\_\_\_  
Rubi Foley, Board Secretary

## Index for EKHCD Training Manual (in process)

### Office (\*need other staff input)

- Computer (power up, shutdown, rebooting, how to search for files)
- Mail (bills, other communications)
- Filing
- Phone
- Security - Building
- Security - Computer

### Meetings

**Media room activation, prep, and shutdown\***

#### Zoom

- Singing into Zoom
- Scheduling a Meeting in Zoom
- Hosting a Meeting
  - Screen Sharing
  - How to start and assign Breakout Rooms
  - How to remove a participant
  - How to turn off a participant's video
  - How to mute a participant

#### Chairing a Meeting

- Robert's Rules of Order
- Role of the Chair

#### Minutes

- Taking minutes or notes for minutes
- Assembling the Draft Minutes
- Approving the Minutes

#### Agenda

- What is in the Agenda?
- Regular Meeting Agenda
- Special Meeting Agenda
  - Assembling the Draft Agenda**
    - Using the Template
    - Accessing the file\* (microsoft login needed)
    - Entering Information
    - Saving it as a .pdf

#### Packet

- What's in the packet?
- Assembling the packet documents
- Numbering the pages

## **Admin**

### **EKHCD.org email accounts**

- Signing into the [admin@ekhcd.org](mailto:admin@ekhcd.org) account
- Using the admin.google.com website

### **Streamline**

- Creating a new meeting, entering and editing information
- Adding documents (Agenda, Packet)
- Uploading a meeting video
- Editing and adding other content (non-meeting information)
- Adding Community Update posts

## **Bookkeeping/Finance**

### **Quickbooks entries**

- Signing into Quickbooks
- Entering expense/bills for vendor payments to generate checks
- Entering Debit payments
- Entering manual check payments
- Generating Check Detail reports
- Generating and printing checks

### **Director Payroll**

- Accessing Forms
- Entering information
- Saving as a .pdf



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THIS ITEM APPEARS ON  
BOARD MEMBERS

## Karen Macedonio

**Position:** President

**Email Address:** [directormacedonio@ekhcd.org](mailto:directormacedonio@ekhcd.org)

Born in Redlands, CA, Karen was elected to the East Kern Health Care Board of Directors in 2018, for a term that ends 2022. With a business background that spanned over 30 years in wholesale produce, she found her passion for spirituality, mental health and well-being, and physical health when she certified as a Life Coach, an Executive Coach, and an NLP Master Practitioner. After almost 2 decades of experience as a volunteer with L.A. County Department of Mental Health, she was drawn to public service to put all her extensive knowledge to use in Eastern Kern County. Karen has lived in California City since 2013 and is dedicated to the health and well-being of our rural population.



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BOARD MEMBERS

## LaMiya Patrick

**Position:** Vice President

**Email Address:** [directorpatrick@ekhcd.org](mailto:directorpatrick@ekhcd.org)



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## Richard Macedonio

**Position:** Secretary/Treasurer

**Email Address:** [directorrichardmacedonio@ekhcd.org](mailto:directorrichardmacedonio@ekhcd.org)





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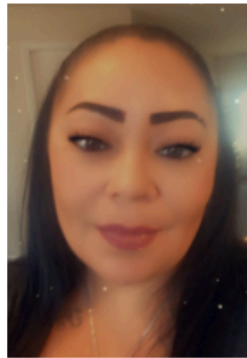
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## Rubi Foley

**Position:** Director

**Email Address:** [directorfoley@ekhcd.org](mailto:directorfoley@ekhcd.org)



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BOARD MEMBERS

## Director Lois Peralta

Email: [directorperalta@ekhcd.org](mailto:directorperalta@ekhcd.org)



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# PROMOTING GOOD GOVERNANCE

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

## Certificate in Special District Governance

Designed to honor special district board members and trustees, and is comprised of two distinct parts: the completion of the Special District Leadership Academy and 10 hours of continuing education. The Special District Leadership Academy is comprised of four courses unique in that the curriculum has been created by special districts and agreed upon as what governing officials of special districts should know. SDLF has endorsed the Academy as the core special district governance training in California.

## Certified Special District Manager

This is a voluntary designation sought by individuals who strive to be the best. Managers with various academic and professional backgrounds can be candidates for the program. Guided by the SDLF Board, Certification Advisory Committee, and under direction by a professional examination development firm, this certification will give successful candidates recognition unmatched by other programs. This certification helps document and recognize a candidate's knowledge, skills and capabilities as a certified special district manager.

## District of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations. This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district and this is valid for three years.

## District Transparency Certificate of Excellence

This program was created in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and is valid for three years. Three main subject areas: Basic Transparency Requirements; Website Requirements; and Outreach Requirements - These are only a sampling of all the requirements needed to complete the transparency certificate.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

## District Transparency Certificate of Excellence

### Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

### Duration

3 Years

### District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, and the CSDA eNews
- Window cling

### Application Cost

FREE

### Electronic filing is preferable.

[info@sdlf.org](mailto:info@sdlf.org)

### Basic Requirements

#### Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

#### Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al )*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

#### Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

#### Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

*(Government Code Section 53232.2 (b))*

- Provide copy of current policy

**Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

#### Timely Filing of State Controller's Special Districts Financial Transactions Report -

**Includes Compensation Disclosure.** *(Government Code Section 53891)*

- Provide copy of most recent filing.

*SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'*

#### Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

#### Other Policies – Have Current Policies Addressing the Following Areas

*Provide copies of each:*

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

**Website Requirements**

**Maintain a district website with the following items Required.** (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule  
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)
- Machine readable/searchable agendas

**Additional items – website also must include at least 4 of the following items:**

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to [www.districtsmakethedifference.org](http://www.districtsmakethedifference.org) site or a general description of what a special district is
- Link most recently filed to FPPC forms

**Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)**

**Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)**

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

**Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).**

- Provide copy of the press release (and the printed article if available)

**Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)**

- Provide brief description of the survey and process used as well as the general results

**Special Community Engagement Project**

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

**Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget**

- Provide copy of most recent public budget hearing notice and agenda.

**Community Transparency Review**

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

- Provide proof of completion signed by individuals completing Community Transparency Review